



IN REPLY REFER TO:

United States Department of the Interior

NATIONAL PARK SERVICE
Statue of Liberty National Monument
Liberty Island
New York, New York 10004



Ellis Island Immigration Museum

Dear Event Planner:

This information is provided for your use in planning a special evening at Ellis Island. Please feel free to contact Aramark Sports and Entertainment the authorized provider of food and beverage at the Ellis Island they will be able to assist you with all your needs to include food, beverage, rental and setup. Aramark will be able to direct you to other support company's that have worked in the Museum and are familiar with the set-up restrictions and the requirements of the National Park Service. (Paragraph 14)

Circle Line Statue of Liberty Ferry is the only authorized ferry service bring visitors to Ellis Island, please contact them regarding your transportation needs. (Paragraph 13)

Only this office will be able to commit Ellis Island for private after hours use. If you want to reserve the Museum for an after hours event, please fill out the attached application and return it to this office, with payment of a nonrefundable application fee of \$250.00. It is preferred that this application fee be paid via-credit card, payment by check is permitted. You may phone this office to inquire regarding availability and to have a date put on a hold status for a ten-day period. The application and fee must be received within that ten-day period.

The fee charged by the National Park Service for the private use of Ellis Island will be based on the anticipated cost to the Government for that use, the impact to the resource and the anticipated attendance. The fee if within the criteria of the attached policy will range between \$18,000 and \$20,000 dollars.

If you have any questions regarding the Policy, would like to discuss availability or if you have any other questions please feel free to give me a call at 212.363.3206 ext.106.

I look forward to working with you in preparing for your special evening at this historic memorial to the millions of immigrants who came in search of freedom and opportunity.

Mike Conklin
Events Coordinator
Statue of Liberty National Monument/Ellis Island
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